

August 5, 2008

Dear State Agency Heads,

Since 2003, your efforts to target and eliminate waste and inefficiency in the State of Kansas have resulted in savings of over \$1 billion for taxpayers. From the original BEST teams to ongoing collaborations across agencies, you have shown a commitment to doing more with less and to dedicating resources to returning services to Kansans.

Over the past six months, Lt. Governor Parkinson has asked Kansans and state employees to submit their ideas for additional savings. Of all the ideas submitted over that time, there was one universal theme – the State of Kansas uses too much paper.

Therefore, today we are setting a goal for all state agencies to reduce their paper consumption by 20% by 2010. By achieving this goal, it is estimated the State of Kansas can save a minimum of \$2 million a year.

Already, several agencies have made innovative changes in order to minimize the amount of paper they use. At the Department of Labor, they have digitized 963 boxes of files and are sending 92% of hearing notifications via email instead of postage. At the Department of Transportation, a new Crew Card system has not only drastically eliminated paperwork it has also freed up supervisors to spend more time on projects.

To help achieve the goal of a 20% reduction in paper consumption, several steps will be taken:

- The State of Kansas will no longer use watermarked paper. In addition, we recommend using 24lb. bond paper for printing.
 - The cost of 1000 sheets of watermarked paper - \$17.00
 - The cost of 1000 sheets of 24lb. bond paper - \$8.75
- Working with IT staff, agencies should set double-sided or duplex printing as the default option on all printers.
- Agencies should review the default margin settings for all documents to minimize the number of sheets printed.
- The Department of Administration, working with staff from all agencies, will develop standards for the number of printers in each workspace.
- As replacement warrants, the Department of Administration will review the printing, copying, and fax needs of each agency to determine the most cost effective equipment option.

We also recommend you develop policies on appropriate printing standards, including the printing of e-mails, fliers, and web pages, and encourage employees to exchange as much information as possible electronically.

The State of Kansas sets an example for all Kansans, and by taking steps to eliminate paper usage we are not only saving money, we are being environmentally conscious. As we work toward the goal of a 20% reduction, we encourage you to work across agencies to find more innovative ways to improve efficiency and do more with less.

Sincerely,

A handwritten signature in cursive script, reading "Kathleen Sebelius".

Kathleen Sebelius
Governor

A handwritten signature in cursive script, reading "Mark Parkinson".

Mark Parkinson
Lieutenant Governor